



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Risk Management

October 15, 1999

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Richmond, Virginia 23219

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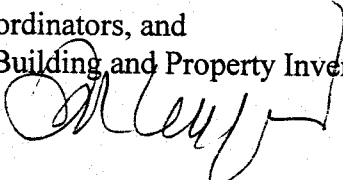
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MEMORANDUM

TO: Risk Managers, FAACS Coordinators, and
All persons responsible for Building and Property Inventory

FROM: Don W. LeMond, Director 

SUBJECT: Verification of Property Records

The Division of Risk Management (DRM) has been working with the Bureau of Real Property Management (BRPM) to implement a new system for tracking and insuring real property (leased and owned) by agencies including the contents of the building. As part of this effort, we have merged the DRM Property Information System and the BRPM Real Property Management System into a single database for all properties, leases, tracts, and deeds. The new Statewide real property system is referred to as Property, Lease, and Tract System (PLATS). By combining the two systems, we have attempted to standardize all property information and eliminate redundant information.

Attached is a PLATS Data Conversion Verification report for your agency's locations. Please carefully review the report. Make changes or corrections directly on the report as necessary. Complete any blank areas using codes from the attached colored pages. Please note that the building number on the report was assigned by BRPM and will continue as the identifier for that property. If any locations for your agency are missing, please complete the Property Addition and Risk Exposure forms.

Your changes and/or corrections and any new property additions are due back to my attention by November 1, 1999. Please call 804.225.4621 should you have any problems or questions.

Thank you for your prompt attention.

Attachments: PLATS Data Conversion Verification Report explanation
Property Addition Form
Risk Exposure Form
Occupancy Descriptions
PDC Codes
FIPS Codes